



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

| | |
|---|-------------------------------|
| CHAPTER: Administration | AUTHORITY: KRS 15A.065 |
| SUBJECT: Employee Exit Interview | |
| POLICY NUMBER: 109 | |
| TOTAL PAGES: 2 | |
| EFFECTIVE DATE: 12/01/2014 | |
| APPROVAL: Bob D. Hayter | ,COMMISSIONER |

I. POLICY

Staff exit interviews shall be conducted prior to staff leaving the agency.

II. APPLICABILITY

This policy shall apply to staff leaving the Department of Juvenile Justice (DJJ) due to resignation, retirement, or transfer out of DJJ.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. Staff voluntarily leaving DJJ are encouraged to complete the Employee Exit Interview Form located on the DJJ Portal.
- B. This form shall become a part of the staff's agency personnel file.
- C Staff may elect to return the completed Employee Exit Interview Form to the supervisor for forwarding to the Personnel Branch or elect to mail the document to the Personnel Branch.
- D. Supervisors shall ensure the return of all property of the Commonwealth entrusted to the staff prior to separation from the department.
- E. The Personnel Branch Manager or designee shall provide to the Commissioner's office information gained from the Employee Exit Interview Forms for the purpose of enhancing recruitment and retention efforts annually.

| | | |
|--|--|-------------------------------------|
| POLICY NUMBER DJJ 109 | EFFECTIVE DATE 12/01/2014 | PAGE NUMBER 2 of 2 |
|--|--|-------------------------------------|

V. MONITORING MECHANISM

Supervisors shall ensure compliance on an ongoing basis.